

Dear Madam, Dear Sir,

ACED Consult Multimedia Company offers you it's over 17 years of experience in Qualified Translations, Specialized Proof-reading, Desktop Publishing, Scanning and Image Processing, Creation and Printing of informative and advertising materials.

We are a fully Romanian capital Translation Agency, member of the **ACED Group of Companies** established in 1994. In these 17 years of experience in providing professional translation and interpreting services worldwide, we managed to build an image of a reliable partner, being permanently oriented on our client's satisfaction.

ACED Consult Multimedia was the first company on the Romanian market to comprehend the importance of supplying an integrated services package <Translations, Graphics Processing and Printing> in a bid, in order to offer professional support to the overseas companies and to facilitate the locating and redefining their own identity on the Romanian market.

Especially for you, we will build teams of trained translators, specialized terminologists and graphic designers, according to your company particular needs.

All of our employees are carefully selected and trained to understand, to meet and to fully satisfy your project's requirements.

ACED Consult Multimedia staff has the advantage of a tremendous experience in the field due to the knowledge and qualification of its members, but also to their passion and devotedness.

Our company avails of trained employees, offering complete services including **Translations, Interpreting, Specialized Proofreading, Document Legalization, Creation, DTP and Printing** targeting easier national and international communication.

Our advantages fully included in products and services performed for our clients:

- ✓ over 36 in house professional translators, specialized in each main field of activity
- ✓ over 15 years experience in specialized translations within all business areas - for very important national and multinational Companies
- ✓ translation and direct supervising, source language to target language
- ✓ customer-tailored project management
- ✓ materials takeover and delivery
- ✓ accurate, computerized and flexible tariff charging methods
- ✓ page layout for the translated documents in observance of the original
- ✓ image-processing, pre-press and printing services

1. Translations & Proof-reading Department

Our Translation and Proof-reading team consists of highly qualified translators, interpreters, specialized terminologists and proofreading specialists always ready to take on another challenge.

mult mai mult decât traduceri!

Our specialists are University graduates (Foreign Language Universities, Applied Foreign Languages in Law, Economics and Engineering Specialization). Also, all our employees, especially the terminologists and the proofreaders have attended various trainings and professional qualification classes in different fields which allow them to assure permanent training for the Translators team.

All of our translators are authorized/certificated and trained to work with **CAT-Computer Assisted Translation-Tools** as Trados, Transit, Alchemy Catalyst, SDL Tools. Some of our translators and interpreters have obtained their master in Specialized Translations and have a vast experience in this field.

Each translator and terminologist of the *ACED CONSULT MULTIMEDIA* team is specialized in certain fields and committed to certain clients.

Main fields of expertise:

TECHNICAL (automotive, mechanic, electronic, household appliances, air conditioning, refrigeration and heating technique, motion controls, industrial automation, water controls, comfort panels, power tools, constructions technology and materials, IT etc), **ECONOMICS**, **FINANCIAL**, **BANKING**, **JOURNALISM**, **LITERARY**, **SCIENTIFIC**, **MEDICINE**, **LEGAL** etc.

TECHNICAL



AUTOMOTIVE



MEDICAL - PHARMACEUTICAL



OTHERS



Languages from which/into which the translations are made:

Group I - Romanian, British English, American English, French, Spanish, Italian

Group I Special - German

Group II - Russian, Bulgarian, Hungarian, Czech, Portuguese

Group III - Macedonian, Polish, Slovak, Croatian, Serbian, Slovenian, Ukrainian

Group IV - Swedish, Finnish, Dutch, Norwegian, Danish, Greek, Turkish, Arabic

Languages supported in-house

Our in-house team of 60 specialists (36 translators, 4 interpreters, 12 specialized terminologists and 8 proofreading specialists) are able to ensure the translation, checking and proofreading in the following languages: English, German and French.

We also are able to fulfil all types of translations in/from all the other languages mentioned above through our more than 100 freelance partners.

Delivery date: always established by mutual agreement with the service beneficiary

One translator can translate, on the average, 10 pages /day. The standard page contains 300 words.

According to the project's requirements, we will assign more than one translator and linguist (4-5) and we will provide 40-50 pages/day, which means between 12.000-15.000 words/day.

Methods of delivery: magnetic means (floppy disk), electronic means (e-mail), optical means (CD/DVD) or hard copy (fax, mail), booklet, register, with no additional costs for you.

Basic tariffs*

Negotiable according to volume and iterative character (based on TRADOS analysis)

Discounts:

Discount Type	Value	Valability
Discount „Welcome”	7%	Establishing a new partnership
Discount „Volume”	3-10%	Anytime, according to the volume of the current projects
Discount „TRADOS”	10-70%	Anytime, according to TRADOS Analysis of the projects

Especially for you we have conceived discount packages, valid for the monthly amount of activities or depending on the material to translate, as follows:

- over 150 standard pages* - 3% discount
- over 300 standard pages* - 5% discount
- over 500 standard pages* - 7,5% discount

* The standard page contains 300 words.

As a result of charging the translation services according to the overall no. of words resulting by electronic counting of documents from the source language / target (as the case may stand), we offer you a genuine, measurable charging system, also to your benefit, not including untranslatable characters, such as “.,;:>/?!)@#\$%^&*(!/-+{” etc.

Another major advantage of this method resides in the fact that, for the materials translated into Romanian, the price reduction stands between 10% and 15%.

This method also gives you the opportunity to be informed, from the very beginning, of the price of the translation services, before placing the order, if you can provide the electronic version of the material.

In addition, for TRADOS workable files, starting with the second project based on the Memory of the first one the following discount from the agreed basic fees are applicable:

XTranslated	Discount
Repetitions	- 70%
100%	
95% - 99%	- 45%
85% - 94%	- 30%
75% - 84%	- 25%
50% - 74%	- 10%
No Match	- 0%

Internal quality assurance process

Specialized Terminology Checking services (specialized text correction) & **Proof-reading services** (specialized text revision and linguistic adaptation)

Each document is thoroughly checked by different specialists according to the project's requirements. First of all, the document is checked in detail by the translator. After this primary check up procedure, the specialized terminologists will check the accuracy of the translation and the proofreading team will verify and adapt the translated text. The proofreading is the final stage of the specialized translation process and quality check of our services.

Specialized Terminology Checking services and Proofreading services will not be additionally charged, as they are included in the translation price.

We have implemented an internal working procedure that complies with the international standards of quality management and we have initiated the formalities to obtain the ISO accreditation. We have been informed that they will soon evaluate our company and that the benchmarking report will be completed in a few months. Probably by the end of this year we will obtain ISO accreditation.

This procedure ensures the perfect correspondence between the original message semantics and the ones of the translated text. Your documents are permanently supervised by our specialized personnel and the translation is always adapted and verified in detail by a qualified person who is perfectly familiar with the characteristics of your business area as well as with your requirements and the favourite terminology.

The wide range of fields of expertise in specialized text checking and proofreading includes large projects related to: technical (automotive, mechanic, electronic, household appliances, air conditioning, refrigeration and heating technique, motion controls, industrial automation, water controls, comfort panels, power tools, constructions technology and materials, IT etc) translations, checking and proofreading, pharmaceutical and medical translations, checking and proofreading, legal translations, checking and proofreading, economic translations, checking and proofreading etc.

To ensure the best quality of our services we benefit of the facility of latest software - CAT Tools that doubles the productivity of our employees. We are working with a variety of CAT Tools: *Trados, Transit, Alchemy Catalyst, SDL Tools* so on and so forth.

The particular in-house working procedure, through which each translated document is subsequently checked by a specialized terminologist, together with the electronic database administration system (TRADOS, TRANZIT, SDL Tools, Alchemy Catalyst etc.) guarantees low cost services, short execution time and uniformity of terms for all translated materials. Our specialized terminologists and our proofreading team verify and adapt first-hand translations, thus decisively improving the quality of the final document.

Text correction

For your assurance, our package offer includes also text correction of externally translated documents, which requires a professional, specialized examination.

The wide range of fields of expertise in specialized proofreading includes large projects related to: technical checking and proofreading, medical checking and proofreading, legal checking and proofreading, economic checking and proofreading, automotive checking and proofreading, IT checking and proofreading etc.

Notary certification

In addition to the translation services, at your request, we provide notary certification of any document translated by us.

2. Graphic text editing Department (DTP)

Services:

- ✓ Graphic design
- ✓ Scanning, image processing and image insertion
- ✓ Paging according to the original
- ✓ Up making sketch according to the client's requirement
- ✓ Creation and advertising
- ✓ Pre-Press

Our desktop publishing team uses the specific DTP software programs to create the image of your message and prepare it for printing. DTP software is a tool for graphic designers to create visual communications for professional or desktop printing. It allows the designer to rearrange text and graphics on screen, easily change typefaces, and resize graphics on the fly, before finally committing a design to paper. A good DTP system will provide, among other things, facilities to fit text into irregular shapes in a variety of fonts and sizes.

The tariffs are calculated taking into consideration the following:

- If the source document contains text and images directly in graphic software* format (extensions type .cdr, .qxp, .fm, .pm, .ai etc)

* Mandatory with the used fonts and images

- If the source document contains text and images in image format, namely .pdf

- If the source document contains text and images in physical version and it needs scanning

This service guarantees the conformity of the translated material with the original material from the graphic viewpoint.

The price charged for this service already includes the price for complex table and diagram Editing Services, Graphics Services, Scanning and Image Processing as well as final checking Services.

3. Printing Department

Services:

- ✓ Digital printing especially used for sole copy or for small and medium number of copies
- ✓ Offset printing
- ✓ Complete range of adjustments

The ACED Consult Multimedia team is committed to rewarding its clients by delivering professional excellence:

- ✓ Efficient processing of your instructions.
- ✓ Prompt and adequate answers to your requests.
- ✓ Customer-tailored services and maintenance of long-term professional relations.
- ✓ Treating all information as fully confidential.
- ✓ Quality management system based on international standards.

Payment terms:

The payment conditions are to be established by a mutual agreement according to the working volume.

Our success is shown in the general appreciation of our performances by the companies with whom we have been working since 1994.

4. Our business card:

BOSCH - SIEMENS	Schindler Romania	DAIMLERCHRYSLER AG
Electrocasnice SRL	Tetra-Pak Romania	DAIMLERCHRYSLER AUTOMOTIVE Romania SRL
ALVEUS Romania	ANDRITZ Romania	EIT FORUM AUTO
PHILIPS CESKA	WILO Romania	VOLVO
PHILIPS Romania	KAESER KOMPRESSOREN	AUTO ROM SRL for MERCEDES-BENZ
AMICA Romania	RHENAC Romania	Automobile Bavaria for BMW
LINDE Romania S.A.	PriceWaterhouseCoopers	MERCEDES Germany
Lindstrom Romania	Ernst &Young	TOYOTA Romania
Frigotehnica S.A.	TMF Group	PORSCHE
DUFA Romania	OXFORD Management	PORSCHE Romania for
STRABAG AG	Banc Post SA	SEAT, SKODA, AUDI & VW
WIENERBERGER Romania	Bank of Cyprus	CHRYSLER-JEEP Import
ELSID S.A.	Transcript Switzerland	OPEL Southeast Europe
MOELLER Electric Romania	ARGOS Poland	General Motors Romania
MOELLER GmbH Germany	Alcon Pharmaceuticals	GM DAEWOO C&E Llc
Schneider Romania	Oftafarma-Sifi Romania	Julianus Hungary
DANFOSS Romania	F. HOFFMANN-LA ROCHE Ltd	VOLVO Romania
ROBERT BOSCH Srl	GlaxoSmithKline Romania	IVECO SpA
BUDERUS Romania	INFOMED	MEDIA ON
SIEMENS SRL	MEDIC1	LEO BURNETT
RIGIPS Romania	DENTAL TRIBUNE	GRAFFITI BBDO
LINDAB Romania	Procter & Gamble Romania	SEITA ROMANIA
BAUMIT Romania	DANONE PDPA Romania	
HILTI Romania	HIPERBOREEA	
	STAR FOODS Romania	

5. Trial Services

To assure you of the high quality of our services, please consider our special offer for the very first translation without any cost, within 10 standard pages. We can offer you 10 pages (at your choice) of free translation, checking and proof-reading and 5 pages (at your choice) to test our experienced Desktop Publishers skills.

I remain at your disposal in order to examine together the advantages of a future collaboration.

Yours respectfully,

Raluca Soare
ACED Consult Multimedia
Marketing & Sales Manager
Tel: +4021-318.67.27
Mobile: + 0724.234.035
E-mail: raluca.soare@aced.ro
www.traduceri-specializate.ro
www.acedconsult.ro